

Child tab			
By October 15	<ul style="list-style-type: none"> ○ In ELMS, enroll children in classes for all funded slots, including known children with future class start dates. <ul style="list-style-type: none"> ● Exception: For ECEAP classes that share classrooms with Migrant/Seasonal Head Start, Contractors must complete ELMS enrollments by October 30. ○ Enter children's actual class start dates on the Bulk Updates or class Monthly Report page ○ Exit all children who are not attending 		
After October 15, within five business days of each child's start in class.	<ul style="list-style-type: none"> ○ Enter each child's prescreen and application and attach the child to a class. 		
After October 15, within five business days of each child's last day in class.	<ul style="list-style-type: none"> ○ In ELMS, exit all children who were enrolled but are not attending. 		
After child starts class	Child and Family Updates, By the 7th of each month (Sept.-July) <i>Edit these in At Time of Application section, if they occurred before the parent signed the child's application.</i> <i>If they happened after the parent signed the child's application, enter in Updates section.</i>	Medical Status	○ Enter children's actual class start dates on the Bulk Updates or class Monthly Report page
			○ Chronic health condition – must answer yes or no. Additional fields are required if yes.
			○ Medical coverage – select type of coverage
			○ Medical home – must answer yes or no. Additional fields are optional.
		Dental Status	○ Well-child exam – <ul style="list-style-type: none"> ▪ Enter exam date ▪ When a copy of exam results are received, check the related box. ▪ If further evaluation or treatment needed, additional fields are required.
			○ Immunization status – select correct status and date.
			○ <i>It is optional to record your follow-up notes on this page.</i>
			○ Dental coverage – select type of coverage
			○ Dental home – must answer yes or no. Additional fields are optional.
			○ Dental screenings – <ul style="list-style-type: none"> ▪ Enter screening date ▪ When a copy of screening results is received, check the related box. ▪ If further evaluation or treatment needed, additional fields are required.
			○ <i>It is optional to record your follow-up notes on this page.</i>

		Health Screening	○ Vision screening – Select where screening occurred, date and results. If Fail selected, additional fields are required.
			○ Hearing screening – Select where screening occurred, date and results. If Fail selected, additional fields are required.
			○ Height and Weight – Select where screening occurred, enter date and measurements.
			○ Check if referral is needed, in your opinion. If yes, additional fields are required.
		Child Development	○ <i>It is optional to record your follow-up notes on this page.</i>
			○ Developmental screening – enter date and result. If child is not at age-level, additional fields are required.
			○ IEP information, if applicable <ul style="list-style-type: none"> ▪ Start date (and end date when applicable) ▪ Disability categories ▪ School district that issued the IEP
			○ Child transportation – select how child is usually transported to ECEAP.
			○ Mental health consultation – must answer yes or no.
			○ Parent-teacher conference – enter dates, length and topics of formal conferences.
			○ <i>It is optional to record other contacts here, or to use the notes and follow-up fields.</i>
		Family	○ Family support notes – enter dates, length and topics of formal visits.
			○ <i>It is optional to record other contacts here, or to use the notes and follow-up fields.</i>
			○ Family questions – must answer yes or no for each question at time of child’s exit. See below.
			○
At exit	Exit Questionnaire	○ Select reason for exit and, unless the reason is “never attended”, enter the last date child attended class in person. ○ If child attended 30 or more calendar days this school year, click the “Required” link to update their Child & Family Updates.	

Locations and Classes tab			
By Sept 15 of each year	Contractor	Info	<ul style="list-style-type: none"> ○ Complete all fields with red marks.
		Staff	<ul style="list-style-type: none"> ○ Must select the ECEAP director. A maximum of two directors may be selected.
		Service Areas	<ul style="list-style-type: none"> ○ Must select yes or no to whether you are the only provider in one or more counties or school districts. <ul style="list-style-type: none"> ▪ If yes, select which counties/school districts. ▪ If no for both, must describe other service area boundaries.
	Subcontractor	Info	<ul style="list-style-type: none"> ○ Complete all fields with red marks. ○ ECEAP Services – Must answer yes or no to all four statements.
		Staff	<ul style="list-style-type: none"> ○ Select one contact person who works for the subcontractor.
		Funding and Slots	<ul style="list-style-type: none"> ○ Enter Funded ECEAP Slots. ○ <i>Other fields are optional</i>
	Site	Info	<ul style="list-style-type: none"> ○ Complete all fields with red marks. ○ Enter Curricula used at this site. ○ Enter Developmental Screening tools used at this site.
		Staff	<ul style="list-style-type: none"> ○ Must check box for one emergency contact who works at the site.
		Slots	<ul style="list-style-type: none"> ○ Contractor or subcontractor must enter Funded ECEAP Slots.
		Recruitment	<ul style="list-style-type: none"> ○ Answer all five questions. ○
	Class	Info	<ul style="list-style-type: none"> ○ Complete all fields with red marks. ○ Enter a weekly schedule. ○ Enter an alternating schedule, if applicable.
		Staff, Slots and Ratio	<ul style="list-style-type: none"> ○ Ensure correct lead and assistant teachers are listed. ○ Mark the positions for which you have staff present for all ECEAP hours (such as lead and assistant teacher). ○ Plan for Reserving Slots – enter number of slots for each category. Enter “0” if none.

Monthly Report		
Between the 1 st and 15 th of each month - except July which is between the 1 st and 10 th .	Classes	<ul style="list-style-type: none"> ○ Enter actual number of class days for the report month. ○ Enter actual class start dates for children that had their first day in class during the report month. ○ Enter the numbers of non-ECEAP children enrolled on last day of the report month.
	Sites	<ul style="list-style-type: none"> ○ Review class monthly reports. ○ Confirm whether correct staff are listed for the report month.
	Contractor	<ul style="list-style-type: none"> ○ Review site monthly reports. ○ Check all activities that occurred during the report month. ○ By October 15, complete the form within the September ELMS <i>Monthly Report</i> to request to use ECEAP funds as federal match, if applicable.
Last month with classes	Classes	<ul style="list-style-type: none"> ○ Exit all children. You may begin this one week before the last day of class.
Admin tab		
By September 15	<ul style="list-style-type: none"> ○ Customize priority points for risk factors, if desired. 	